



CALIFORNIA AIR RESOURCES BOARD

OPEN EXAMINATION

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

INSTRUMENT TECHNICIAN, AIR QUALITY EXAM CODE: 7AR21

HOW TO APPLY

Applications are available and may be filed in person with or mailed to:

AIR RESOURCES BOARD
Personnel/Examination Section
1001 "I" Street/P.O. Box 2815
Sacramento, CA 95812

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

FINAL FILING DATE: JULY 13, 2007

Applications (Std. Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted for any reason.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

NO WRITTEN TEST IS REQUIRED

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated that interviews will be held during August/September 2007.

SALARY RANGE: A \$3155 - \$3833
B \$3615 - \$4395
C \$3968 - \$4822

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EITHER I

Two years of experience in the California state service as an Air Resources Technician II installing, maintaining, preparing, and operating automatic electronic air pollution measuring instrumentation and other sampling equipment for the detection of atmospheric pollutants.

OR II

Two years of experience in the operation, maintenance, and repair of electronic instrumentation, control mechanisms, or similar devices involving the application of electronic, physical, and chemical principles.

(Education in electronic technology or a closely related field in an accredited college, university, technical, or trade school beyond the 12th grade level may be substituted on a year-for-year basis.)

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the 12th grade and completion of a two-year training program in electronics at a recognized, accredited technical school.

THE POSITION

Range A is the entry level. In a learning capacity, the Instrument Technician will become proficient in the installation, maintenance, repair, and operation of electronic and electromechanical air quality measuring instrumentation and equipment. Employees exercise little independent judgment when dealing with complex operational and servicing problems with the instruments and work is carefully reviewed.

Range B is the full journey level. The Instrument Technician will exercise independent judgment in resolving installation, maintenance, repair, and operational problems in the laboratory and in the field and perform corrective measures without technical directions. This level will independently troubleshoot electronic instrumentation, install air pollution measuring equipment, and investigate and repair air monitoring station and/or source test operational malfunctions.

Range C personally perform the most complex and difficult instrument work and/or act as team leader for a group of lower level technicians; lead and/or perform the siting, installation, adjustment, repair, and maintenance of complex microprocessor-based electronic air pollution measuring instrumentation and systems and develop instrument operating procedures; train lower level technicians and air pollution control district staff; assist in design and modification of digital and analog electronic circuitry; develop new or improved air sampling and monitoring techniques; and prepare draft specifications for instrument procurement.

Position(s) exist in Sacramento and/or El Monte.

EXAMINATION INFORMATION

In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

SCOPE

In addition to the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to job demands, based on each of the competitor's:

A. Knowledge of:

1. Basic electronic fundamentals, electronic circuit troubleshooting techniques, and the use of electronic test equipment.
2. Principles underlying the construction, operation, and use of scientific electronic microprocessor-based air pollution measuring instruments, complete air pollution monitoring systems, data acquisition systems, and air quality sample collection systems.

B. Ability to:

1. Read and write at a level required for successful job performance.
2. Read plans, blueprints, schematics, and electrical wiring diagrams.
3. Learn the theory of operation of scientific electronic measuring devices and microprocessor-based instrumentation.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

INSTRUMENT TECHNICIAN, AIR QUALITY
QQ70-6927 EXAM CODE: 7AR21

FINAL FILING DATE: JULY 13, 2007

**INSTRUMENT TECHNICIAN, AIR QUALITY
EXAM CODE: 7AR21 (OPEN)**

BULLETIN RELEASE DATE: JUNE 8, 2007

4. Install, operate, repair, and maintain electronic, microprocessor-based air pollution measuring instrumentation, meteorological measuring equipment, data acquisition systems, and air sample collection systems.
5. Recognize, trace, and correct instrument malfunctions and sources or error using electronic test equipment.
6. Operate data acquisition equipment and personal computers.
7. Work with hand tools and soldering equipment.
8. Keep records, edit data, and prepare reports.
9. Carry and lift instruments to test site heights in the laboratory or at field locations.
10. Review and prepare specifications for air pollution measuring instrumentation, meteorological measuring equipment, and data acquisition systems.
11. Assist engineers in designing new equipment involved in air pollution monitoring and develop new or improved sampling techniques.
12. Lead over lower level technicians in the installation and operation of complete

air monitoring stations and/or source test instrumentation.

13. Read plans, blueprints, and electrical wiring diagrams and make rough drawings and sketches.

ELIGIBLE LIST INFORMATION

A departmental eligibility list will be established for the California Air Resources Board. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE CREDITS are granted and will be added to the final score of successful competitors who have requested these points.

CAREER CREDITS do not apply.

GENERAL INFORMATION

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our web-site at www.arb.ca.gov".

It is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Kimberly Russell at (916) 327-3515** three days prior to the written test date if they have not received their notice.

For an examination without a written feature it is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Kimberly Russell at (916) 327-3515** three weeks after the final filing date if they have not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

Applications are available at the State Personnel Board (SPB) offices, local offices of the Employment Development Department, the Air Resources Board and at SPB's website @ <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Air Resources Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Veterans Preference: California law allows granting of veterans preference points in **open entrance examinations and open nonpromotional examinations**. Credit in open entrance examinations is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **open nonpromotional examinations** is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Veteran's preference credits will be added to the final score of those competitor's who are successful in this examination, and who qualify for, and have requested these points. Due to the changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERAN'S CREDITS**. Directions for applying for veterans preference are on the Veterans Preference Application (Form 1093) which is available from the State Personnel Board, 801 Capitol Mall, Sacramento, 95814, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For specific examination questions, contact the Exam Unit at (916) 327-3515.
TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.

